



North Carolina  
Community Transitions Institute  
**Ensuring Quality Transitions to Community Life**  
**5<sup>th</sup> Annual Institute**

**Frequently Asked Questions**

What are the **required** dates of attendance?

- April 29 – 30, 2019 (Symposium)
- August 13 – 15, 2019 (Person-Centered Collaborative Communication)

What are the **optional** dates of attendance?

- June 18 – 19, 2019 (Person-Centered Thinking)
- July 16 – 17, 2019 (Motivational Interviewing)

How do I apply?

- Applications must be submitted online through this registration link:  
<https://www.ncsurveymax.com/TakeSurvey.aspx?SurveyID=p2LLI693>

What is the deadline to apply?

- The deadline to submit an application is Friday January 18, 2019.

How much is the Institute registration fee?

- \$100.00

What does my registration fee include?

- The \$100.00 registration fee includes attendance at all events, lunches, breaks, and General Continuing Education Units (CEU's).

If I attended previously, can I apply again?

- Yes, you may submit an application if you attended in 2015, 2016, 2017, or 2018. Acceptance will depend on available space.



How do I submit my Letter of Support?

- Letters of Support from your supervisor/manager should be emailed to Tracy Pakornsawat, Professional Development Coordinator at [tracy.pakornsawat@dhhs.nc.gov](mailto:tracy.pakornsawat@dhhs.nc.gov) or 919-855-4199.

What should be included in the Letter of Support?

- The Letter of Support should be on your organization letterhead, have a statement that your management supports your attendance at all required events, and is signed by your supervisor.

Who pays for hotel costs?

- Any costs related to staying in a hotel overnight are the responsibility of the member's organization.

Who issues the Continuing Education Units (CEU's)?

- AXIS Medical Education

Where will the required events be held?

- All events will be held at the Hilton Garden Inn (131 Columbus Avenue, Cary, NC 27516).

Where will the optional events be held?

- All events will be held at the Hilton Garden Inn (131 Columbus Avenue, Cary, NC 27516).

What if I cannot attend every event?

- If you cannot attend one of the required events you will not be eligible to receive Continuing Education Units. If you know that you cannot attend the required events we request that you not apply.

When will I know if I have been accepted?

- You will be notified by Friday February 1, 2019 of our decision.

Who do I contact if I have questions?

- You can contact Tracy Pakornsawat, the Professional Development Coordinator for the Institute at [tracy.pakornsawat@dhhs.nc.gov](mailto:tracy.pakornsawat@dhhs.nc.gov) or 919-855-4199.

